

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Program Performance Statement**

Working with private developers and permit applicants to ensure compliance with relevant land use and development standards, by:

- Providing information related to general engineering, utilities, property line, and design standards,
- Guiding customers through the engineering review process,
- Providing proactive and timely review of development projects and permit applications, and
- Providing timely construction inspections to ensure compliance with permit requirements.

**Notes**

# City of Sunnyvale

## Program Performance Budget

### Program 306 - Engineering Services

#### Program Measures

#### Quality

- \* Audit by an independent (outside) engineer indicates that public improvement projects provided by the developer are satisfactorily reviewed by the Engineering Division and are constructed in conformance with approved Plans and specifications.

- **Percent In Conformance with Approved Plans**

- Number of Improvements Audited

- \* Permit applicants are satisfied with the Engineering Program services.

- **Percent of Applicants Satisfied**

- Number of Surveys

#### Productivity

- \* Initial review of development projects is completed within 21 days.

- **Percent Completed**

- Number of Permit Applications

- \* Resubmitted development project reviews are completed within 14 days.

- **Percent Completed**

- Number of Resubmitted Applications

- \* Review of minor projects and encroachment permit applications is completed within 14 days.

- **Percent Completed**

- Number of Permit Applications

#### Cost Effectiveness

- \* The average cost to review and issue major/complex encroachment permits will be less than or equal to the average planned cost.

- **Average Cost**

#### Financial

- \* Actual total expenditures for Engineering Services will not exceed planned program expenditures.

- **Total Program Expenditures**

<u>Priority</u>	<u>2006/2007 Adopted</u>	<u>2007/2008 Adopted</u>
I		
	<b>90.00%</b>	<b>90.00%</b>
	5.00	5.00
D		
	<b>85.00%</b>	<b>85.00%</b>
	40.00	40.00
C		
	<b>85.00%</b>	<b>85.00%</b>
	25.00	25.00
I		
	<b>85.00%</b>	<b>85.00%</b>
	25.00	25.00
I		
	<b>85.00%</b>	<b>85.00%</b>
	175.00	175.00
I		
	<b>\$7,197</b>	<b>\$7,274</b>
C		
	<b>\$849,718</b>	<b>\$862,209</b>

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Priority Legend**

- M: Mandatory
- C: Council Highest Priority
- I: Important
- D: Desirable

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30604 - General Engineering**

Provide general engineering services for land development, by:

- Providing general engineering information at the One Stop Center and to City staff,
- Reviewing miscellaneous permit applications and issuing of permits,
- Reviewing parcel maps, final subdivision maps, and plans,
- Providing engineering review of private development projects,
- Calculating fees correctly and ensuring collection, and
- Updating of engineering drawings and records.

**Notes**

**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30604 - General Engineering**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306400 - Review Complex Land Use Permit Applications</b>		
Product: An Application Reviewed		
Costs:	\$36,356	\$36,860
Products:	20	20
Work Hours:	440	440
Product Cost:	\$1,817.80	\$1,843.00
Work Hours/Product:	22.00	22.00
<b>Activity 306410 - Review Major Land Use Permit Applications</b>		
Product: An Application Reviewed		
Costs:	\$36,640	\$37,129
Products:	75	75
Work Hours:	470	470
Product Cost:	\$488.53	\$495.06
Work Hours/Product:	6.27	6.27
<b>Activity 306420 - Review Minor Land Use Permit Applications</b>		
Product: An Application Reviewed		
Costs:	\$6,826	\$6,926
Products:	45	45
Work Hours:	90	90
Product Cost:	\$151.69	\$153.92
Work Hours/Product:	2.00	2.00

**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30604 - General Engineering**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306430 - Review Complex Building Permit Plans</b>		
Product: A Permit Reviewed		
Costs:	\$32,465	\$32,939
Products:	60	60
Work Hours:	380	380
Product Cost:	\$541.09	\$548.98
Work Hours/Product:	6.33	6.33
<b>Activity 306440 - Review Regular/Minor Building Permit Plans</b>		
Product: A Permit Reviewed		
Costs:	\$29,339	\$29,703
Products:	294	294
Work Hours:	400	400
Product Cost:	\$99.79	\$101.03
Work Hours/Product:	1.36	1.36
<b>Activity 306450 - Review Parcel Maps, Final Sub-Division Maps, and Plans</b>		
Product: A Map Completed		
Costs:	\$38,225	\$38,718
Products:	10	10
Work Hours:	500	500
Product Cost:	\$3,822.50	\$3,871.79
Work Hours/Product:	50.00	50.00

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30604 - General Engineering**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306460 - Provide General Engineering Information to General Public at One-Stop and Via Phone/E-mail</b>		
Product: A Public Contact		
Costs:	\$68,562	\$69,501
Products:	3,250	3,250
Work Hours:	900	900
Product Cost:	\$21.10	\$21.38
Work Hours/Product:	0.28	0.28
<b>Activity 306470 - Provide General Engineering Information to Intergovernmental/Inter-Agency Staff, and Provide Other Updates</b>		
Product: A Work Hour		
Costs:	\$22,254	\$22,547
Products:	300	300
Work Hours:	300	300
Product Cost:	\$74.18	\$75.16
Work Hours/Product:	1.00	1.00
<b>Activity 306480 - Review and Issue Minor/Utility/Miscellaneous Encroachment Permits</b>		
Product: A Permit Reviewed		
Costs:	\$54,490	\$55,177
Products:	220	220
Work Hours:	770	770
Product Cost:	\$247.68	\$250.81
Work Hours/Product:	3.50	3.50

**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30604 - General Engineering**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306490 - Review and Issue Medium Encroachment Permits</b>		
Product: A Permit Reviewed		
Costs:	\$13,397	\$13,521
Products:	20	20
Work Hours:	210	210
 Product Cost:	 \$669.85	 \$676.04
Work Hours/Product:	10.50	10.50
 <b>Activity 306800 - Review and Issue Major Encroachment Permits</b>		
Product: A Permit Reviewed		
Costs:	\$26,716	\$27,059
Products:	5	5
Work Hours:	375	375
 Product Cost:	 \$5,343.27	 \$5,411.83
Work Hours/Product:	75.00	75.00
 <b>Activity 306810 - Review and Issue Complex Encroachment Permits</b>		
Product: A Permit Reviewed		
Costs:	\$153,210	\$154,802
Products:	20	20
Work Hours:	2,245	2,245
 Product Cost:	 \$7,660.51	 \$7,740.10
Work Hours/Product:	112.25	112.25



**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30604 - General Engineering**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306820 - Update Engineering Drawings and Records</b>		
Product: A Drawing Updated		
Costs:	\$40,690	\$41,065
Products:	200	200
Work Hours:	875	875
Product Cost:	\$203.45	\$205.32
Work Hours/Product:	4.38	4.38
<b>Totals for Service Delivery Plan 30604 - General Engineering</b>		
<b>Costs:</b>	<b>\$559,170</b>	<b>\$565,947</b>
<b>Hours:</b>	<b>7,955</b>	<b>7,955</b>

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30605 - Development Permit Site Inspections**

Provide field inspection of encroachments/public improvements, engineering, and administrative support services, by:

- Conducting inspection of permitted street encroachments,
- Inspecting construction of public improvements,
- Documenting inspection activities, and
- Reviewing and updating the City Standard Details and Specifications.

**Notes**

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30605 - Development Permit Site Inspections**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306500 - Inspect Utility/Minor Encroachment Permit Sites</b>		
Product: A Site Inspected		
Costs:	\$106,880	\$108,481
Products:	175	175
Work Hours:	1,770	1,770
Product Cost:	\$610.74	\$619.89
Work Hours/Product:	10.11	10.11
<b>Activity 306510 - Inspect Construction of Public Improvement Sites</b>		
Product: A Site Inspected		
Costs:	\$41,370	\$41,985
Products:	25	25
Work Hours:	650	650
Product Cost:	\$1,654.78	\$1,679.41
Work Hours/Product:	26.00	26.00
<b>Activity 306520 - Document Inspection Activities</b>		
Product: An Inspection Report		
Costs:	\$9,416	\$9,556
Products:	175	175
Work Hours:	150	150
Product Cost:	\$53.80	\$54.61
Work Hours/Product:	0.86	0.86

**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30605 - Development Permit Site Inspections**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306530 - Review and Update Standard Details and Specifications</b>		
Product: A Work Hour		
Costs:	\$6,588	\$6,684
Products:	80	80
Work Hours:	80	80
Product Cost:	\$82.35	\$83.56
Work Hours/Product:	1.00	1.00
<b>Totals for Service Delivery Plan 30605 - Development Permit Site Inspections</b>		
<b>Costs:</b>	<b>\$164,254</b>	<b>\$166,707</b>
<b>Hours:</b>	<b>2,650</b>	<b>2,650</b>

**City of Sunnyvale**  
**Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30606 - Management and Support Services**

Support the operation of the Engineering Services Program, by:

- Responding to requests for information in a prompt and courteous manner,
- Maintaining complete and thorough record of permits,
- Providing timely and accurate administrative support services,
- Actively managing the day to day operations of the staff,
- Attending professional and Citywide training and department meetings, and
- Attending safety related training.

**Notes**

**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30606 - Management and Support Services**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306600 - Administrative Support - Including Clerical Staff Hours</b>		
Product: A Work Hour		
Costs:	\$39,019	\$39,620
Products:	830	830
Work Hours:	830	830
Product Cost:	\$47.01	\$47.73
Work Hours/Product:	1.00	1.00
<b>Activity 306610 - Management and Supervisory Services</b>		
Product: A Work Hour		
Costs:	\$65,345	\$67,611
Products:	600	600
Work Hours:	600	600
Product Cost:	\$108.91	\$112.68
Work Hours/Product:	1.00	1.00
<b>Activity 306620 - Staff Training and Development - Including Tailgate Meetings, and Operations/Safety Related Training</b>		
Product: A Training Session Completed		
Costs:	\$9,101	\$9,235
Products:	96	96
Work Hours:	120	120
Product Cost:	\$94.80	\$96.20
Work Hours/Product:	1.25	1.25

**City of Sunnyvale  
Program Performance Budget**

**Program 306 - Engineering Services**

**Service Delivery Plan 30606 - Management and Support Services**

	<b>2006/2007 Adopted</b>	<b>2007/2008 Adopted</b>
<b>Activity 306630 - Audit by Independent Engineer - Public Improvement Projects</b>		
Product: A Project Audited		
Costs:	\$12,830	\$13,089
Products:	5	5
Work Hours:	50	50
 Product Cost:	 \$2,565.93	 \$2,617.80
Work Hours/Product:	10.00	10.00
 <b>Totals for Service Delivery Plan 30606 - Management and Support Services</b>		
<b>Costs:</b>	<b>\$126,294</b>	<b>\$129,555</b>
<b>Hours:</b>	<b>1,600</b>	<b>1,600</b>
 <b>Totals for Program 306</b>		
<b>Costs:</b>	<b>\$849,718</b>	<b>\$862,209</b>
<b>Hours:</b>	<b>12,205</b>	<b>12,205</b>

**This Page Not Used**